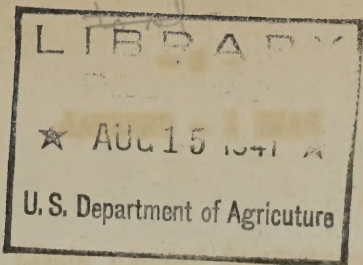


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NCR-558

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS
FOR PAYMENT AND RELATED FORMS UNDER THE 1941
RANGE CONSERVATION PROGRAM IN COUNTY OFFICES
AND IN THE NEBRASKA STATE APPLICATION FOR PAY-
MENT SECTION, NORTH CENTRAL REGION.

Contents

	<u>PAGE</u>
PART I. General.....	2
A. General Instructions.....	2
II. Applications for Payment.....	2
A. General.....	2
B. Entries on Applications.....	3
C. Computations on Applications.....	6
III. Examination of Applications in State Office.....	8

PART I - GENERAL

A. General Instructions

The instructions contained herein shall be followed in county offices and in the Application for Payment Section in Nebraska in handling applications and related forms under the 1941 Range Conservation Program. Applications will be prepared and computed in county offices and will include data for set-offs and assignments. After applications have been completed in the county office, signed by the applicants and certified by the county committee, the original and one copy thereof will be transmitted to the State office, accompanied by the original and one copy of RF-10.

The State office will check entries on applications against the 1941 Range Listing Sheet, check the names of applicants against the Register of Indebtedness, and verify all computations. If an error is found which can be corrected in the State office, RF-5 will be prepared and forwarded to the county office. If an error is found which cannot be corrected in the State office, RF-4 will be prepared, showing the nature of the error, and the application will be returned to the county office for correction. One copy of RF-10 will be returned to the county office, showing the ranch serial numbers of suspended applications.

Under the 1941 Range Conservation Program, it will not be necessary to prepare RF-7, List of Names of Persons Eligible to Execute Applications for Payment on Range Lands. However, a notation must be made opposite the ranch serial number on the range listing sheet as applications are prepared, in order that duplicate applications will not be prepared.

The instructions relating to corrections, fractions, initialing of corrections, signatures of applicants and certification of county committee, transmittal of forms, handling of cases involving undelivered checks, lost checks, deceased or incompetent applicants, claims and refunds, receiving forms, scheduling of applications for payment, maintaining State office progress records and submission of progress reports to the Director of the North Central Region, as contained in NCR-523 will be followed under the 1941 Range Conservation Program.

Where forms which were designed for use under the agricultural conservation program are used under the range conservation program, the letter "R" shall be entered after the titles thereof and the word "Range" shall be entered above the heading of the form.

PART II - APPLICATIONS FOR PAYMENT

A. General

After the county office has been advised by the State office of the rate of deduction for county association expenses, Form NCR-559 shall be prepared from Form NCR-557 for each ranching unit listed

on the 1941 Range Listing Sheet except that no NCR-559 shall be prepared for any ranching unit on which the range land was pastured to the extent that the stand of grass has been decreased, or the forage tree growth, or watershed injured by overgrazing in 1941.

If more than one person is entitled to receive a payment with respect to a ranching unit, the basic data for the ranching unit will be shown in Section II of the first Form NCR-559 prepared for the ranching unit, and data for one of the persons will be shown in Sections III and IV. An additional NCR-559 will be prepared for each of the other persons who are entitled to receive payment. The State and county code, the ranch serial number, and the data for Sections III and IV will be shown on the NCR-559 prepared for each of such other persons. However, it will not be necessary to enter the data for Section II for such additional Forms NCR-559.

Entries made on applications for indebtedness or for assignments shall be made in accordance with the order of priority set forth in NCR-523.

All entries on NCR-559, including the entries which are the results of computations, must be made with indelible pencil and must be made in a manner that will result in legible entries on all copies of such form.

B. Entries on Applications

1. Enter the State and county code and ranch serial number in the upper right-hand corner of NCR-559.
2. Make entries in Section II of NCR-559 as follows:
 - a. Obtain the entry for item 1 from Section I of NCR-557 following the words "Acres of range land." If such entry is less than 640 acres, do not prepare an application for the ranching unit.
 - b. Obtain the entry for item 2 from Section I of NCR-557 following the words "Grazing capacity in animal units."
 - c. Obtain the entry for item 4(a) from Section II, Practice No. 1, item 1 of NCR-557.
 - d. Examine Section II, Practice No. 2, of NCR-557 to determine whether the word "yes" or the word "no" should be entered in item 5(a). If the average percentage entry on NCR-557 is 25 percent or more, enter "yes" in item 5(a). If such percentage entry is less than 25 percent, enter "no" in item 5(a).

e. Enter in items 6 to 12, inclusive, in column (a) the practice numbers and names of the range-building practices carried out on the ranching unit, other than range-building practices 1 and 2.

(1) If entries are made for practice numbers 5, 6, or 8 and such practices were carried out on more than one development on the ranching unit, separate entries must be made for each development.

(2) If an entry is made for practice number 8, separate entries should be made for excavations in soil or gravel and excavations in rock formation for each development. The words "Soil," "Gravel," or "Rock Formation" shall be entered in column (a) to the right of the practice number. If more than one entry is made for a development, bracket such entries in column (a).

f. Enter in column (b), on the line on which the practice number has been entered, the number of acres or units of such practice.

(1) If an entry is made for practice number 4, enter in the left half of column (b) the number of acres on which the practice was carried out and enter in the right half of the column the number of linear feet on which the practice was carried out.

g. Enter in column (c) the rate for the range-building practice, the number of which is entered in column (a). The rates for range-building practices will be found in Section 2 of NCR-551.

3. Make entries in Section III of NCR-559 as follows:

a. Print in item 1, column (a) the name of the ranch operator. Obtain this name from Section I, line 1 of NCR-557. In printing the name of any person, such name shall be printed in accordance with the instructions contained in NCR-523.

b. Enter in item 2 (b) the applicant's percentage of payment. This percentage will always be 100 unless more than one person is entitled to receive payment with respect to the ranching unit. If more than one person is entitled to receive payment with respect to the ranching unit, the percentage to which each person is entitled will be shown in Section IV, certification 1, of NCR-557.

c. In the event it has been determined by the county committee that range-building practices for which payment was made for the ranching unit under previous range conservation

programs were not maintained in 1941 in accordance with good management there must be attached to NCR-559 a statement signed by the county committee setting forth a description of the practices, the number of units thereof, and the 1941 rates for the practices which were not maintained. The statement must also show the total amount of deduction applicable to each of the persons responsible for the failure to maintain the practice. The amount of the deduction shall be entered in Section III, item 4(b).

- d. If a net deduction was or could be computed for any person on the ranching unit under the provisions of the 1941 Agricultural Conservation Program, except deductions resulting from acreages of winter wheat in excess of the wheat acreage allotment or acreages of soil-depleting crops in excess of the total soil-depleting acreage allotment, the amount of the net deduction must be shown in Section III, item 4(b). If the ranch operator did not participate in the 1941 Agricultural Conservation Program a farm computation sheet must be prepared for each of the farms in which the operator has an interest and such form or forms must be attached to NCR-599.
- e. If no deduction is computed for failure to maintain practices and if no net deduction was or could be computed for the ranch operator under the 1941 Agricultural Conservation Program, the word "None" shall be entered in Section III, item 4(b).
- f. Enter in the blank space in item 8(a) the rate of deduction for county association expenses. Such rate will have been furnished by the State committee.
- g. Before the entries, if any, may be made in items 9 and 10, it will be necessary that a determination be made as to whether the applicant is indebted to the United States Government, or whether he has assigned a part or all of his payment on Form ACP-69. To determine whether an applicant is indebted to the United States Government, check his name against the Register of Indebtedness. If the name of the applicant is the same or similar to that of a name on the Register of Indebtedness but the applicant is not indebted, prepare and attach RF-2 to the application. To determine whether the applicant has made an assignment, check the Form ACP-69 file. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.
- h. Determine the priority of the set-offs and assignments involved and print in column (a), items 9 and 10, in the order of priority, the name of the governmental agency to which

the applicant is indebted and the name and address of the assignee. Examples of the manner in which entries for indebtedness are to be made will be found in NCR-523.

- i. Enter in the left half of column (b) opposite the name of the governmental agency or opposite the name of the assignee the amount of the indebtedness or the unpaid amount of the assignment.
4. Enter in Section IV, item 1, the farm numbers of the farms in which the applicant has an interest. If more space is needed attach a list showing the farm numbers. Such list must be certified by the county committee. If the applicant did not have an interest in any farms, enter the word "None" in item 1.
5. After the entry work has been completed in connection with Forms NCR-559, a review shall be made in the county office of a sufficient number of such forms to insure accuracy.

C. Computations on Applications

1. Make computations with respect to Section II of NCR-559 as follows:

- a. Obtain item 3 as follows: Multiply item 1 by 2 cents and item 2 by 90 cents and add the product of these multiplications. If item 1 is 2,000 acres or less, enter the larger of the result so obtained and 8 cents times item 1. If item 1 is more than 2,000 acres, enter the larger of the results so obtained and \$160.00.

- b. Obtain item 4(b) by dividing item 4(a) by item 1.

- c. Obtain item 4(c) by multiplying the smaller of item 4(b) and 25 percent by 2.0 and multiplying such product by item 3.

- d. If the word "No" has been entered in item 5(a), make no computations with respect to item 5(b). If the word "Yes" has been entered in item 5(a), obtain item 5(b) by multiplying the smaller of item 4(b) and 25 percent by item 3.

- e. Obtain items 6 to 12, inclusive, column (d) by multiplying the entry in column (b) on each line by the entry in column (c) on such line.

- (1) If an entry has been made for practice number 4, determine that the payment for such practice is not in excess of \$0.75 per acre.

- (2) If an entry of more than 2,000 cubic yards has been made in column (b) for practice numbers 5(a) or 6 for any single development, multiply 2,000 cubic yards by \$0.15 and multiply the cubic yards in excess of 2,000 by \$0.10. Enter the sum of the multiplications in column (d).
 - (3) If the result of a computation with respect to practice number 8 for any single development is less than \$20, increase such amount to \$20; or if the result of a computation for a single development is in excess of \$100, reduce the entry in column (d) to \$100.
- f. Obtain item 13 by adding the entries in items 4(c), 5(b), and 6(d) to 12(d), inclusive.
 - g. Enter in item 14 the smaller of items 3 and 13.
2. Make computations with respect to Section III of NCR-559 as follows:
- a. Obtain item 3(b) by multiplying Section II, item 14, by Section III, item 2(b).
 - b. If an entry has been made in item 4(b) indicating that a deduction is to be made from the operator's payment for failure to maintain range-building practices carried out under previous programs or for net deductions computed for the operator under the 1941 Agricultural Conservation Program, obtain 5(b) by subtracting from 3(b) the entry in 4(b). If there is no entry in 4(b) enter in 5(b) the entry in 3(b).
 - c. Obtain the entry for item 6(b) from the table of payment increases shown in NCR-523.
 - d. Obtain item 7(b) by adding items 5(b) and 6(b).
 - e. Obtain item 8(b) by multiplying item 7(b) by 100 percent minus the rate of deduction for county association expenses entered in 8(a).
 - f. If no entries for set-offs or assignments have been made in items 9(a) or 10(a), enter in item 11(b) the entry in 8(b).
 - g. If entries for set-offs and/or assignments have been made in items 9(a) and 10(a), proceed as follows:
 - (1) If an entry has been made in item 9(a) and no entry has been made in item 10(a),

- (a) Enter in the right half of item 9(b) the smaller of the entries in the left half of item 9(b) and item 8(b).
 - (b) Enter in item 11(b) the result obtained by subtracting from item 8(b) the entry in the right half of item 9(b).
- (2) If entries have been made in items 9(a) and 10(a),
- (a) Obtain the entry for the right half of item 9(b) as set forth in paragraph g(1).
 - (b) Enter in the right half of item 10(b) the smaller of the entry in the left half of item 10(b) and the result obtained by subtracting from item 8(b) the entry in the right half of item 9(b).
 - (c) Enter in item 11(b) the result obtained by subtracting from item 8(b) the sum of the entries in the right half of items 9(b) and 10(b).

h. If more than one person is entitled to receive a payment with respect to the ranching unit, computations with respect to Section III of the additional Forms NCR-559 will be made in the same manner.

PART III - EXAMINATION OF APPLICATIONS IN STATE OFFICE

1. Determine that the State and county code and ranch serial number have been entered in the spaces provided therefor.
2. Determine that the entry in Section II, item 1, is equal to the entry for range land as shown in the applicable column of the range listing sheet, and that such entry is not less than 640 acres.
3. Determine that the entry in Section II, item 2, is equal to the entry for grazing capacity as shown in the applicable column of the listing sheet.
4. If an entry has been made in Section II, item 5(b), determine that the word "Yes" appears in item 5(a).
5. Determine that the rates for the soil-building practices in Section II, items 6 to 12, agree with the rates in Section 2 of NCR-551.

- (a) If an entry has been made for practice number 8, determine that an indication has been made as to whether the practice was performed in soil, gravel, or rock formation.
6. If there is attached to NCR-559 a memorandum indicating that there was failure to maintain practices carried out under previous programs, or that a net deduction was or could be computed for the applicant under the provisions of the 1941 ACP, determine that the amount of deduction is entered in Section III, item 4(b). If no memorandum is attached to NCR-559, determine that the word "None" has been entered in Section III, item 4(b).
7. Determine that the farm numbers of the farms in which the applicant had an interest in 1941 are entered in Section IV, item 1, or that such farm numbers appear on a separate list. If the applicant did not have an interest in any farms in 1941, determine that the word "None" has been entered in Section IV, item 1.
 - (a) If the applicant participated in the 1941 ACP, the farm numbers in Section IV or on the list attached to NCR-559 must agree with those for the applicant on the RF-7 or RF-8 for the county.
 - (b) If the applicant did not participate in the 1941 ACP and farm numbers are entered in section IV, item 1, determine that forms NCR-525 have been attached to NCR-559 for the farm numbers shown.
8. Determine that the applicant has signed and entered his address in the spaces provided therefor in Section IV, and that he has answered the questions in Section IV.
9. Determine that a member of the county committee has signed in Section V and that a date has been entered showing the date the application was filed in the county office if such form is received after March 31, 1942.
10. Determine that corrections on NCR-559 which require initialing have been initialed by the member of the county committee who certified the application for payment.
11. Determine that no deletion has been made in any printed matter on NCR-559.

1. It is noted that the Commission has not yet received the information requested in its letter of 1984-1985, and that the Commission has not yet received the information requested in its letter of 1984-1985.

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